

# Classroom Diagnostic Tools Interactive Reports 2011

Updated April 25, 2011

***User Guide***



PA Customer Support Team

Phone: 1-(888)-551-6935

Email: [PAcustomerservice@datarecognitioncorp.com](mailto:PAcustomerservice@datarecognitioncorp.com)

## TABLE OF CONTENTS

---

GENERAL INFORMATION .....	3
INTRODUCTION .....	3
KEY DATES .....	3
CUSTOMER SERVICE SUPPORT .....	3
ACCESS INTERACTIVE REPORTS ON PA EDIRECT .....	4
MAP CONFIGURATIONS .....	5
LOG ONTO EDIRECT .....	6
SELECTING SEARCH CRITERIA FOR INTERACTIVE REPORTS .....	7
GROUP MAP .....	8
INDIVIDUAL MAP .....	13
LEARNING PROGRESSION MAP .....	15
DETERMINE INSTRUCTIONAL PLAN FOR STUDENT(S).....	17
ACCESSING MATERIALS AND RESOURCES ON SAS .....	17
ADDITIONAL RESOURCES .....	19
APPENDIX A: MANAGE YOUR PA EDIRECT ACCOUNT .....	20
MY ACCOUNT .....	20
CHANGE MY PASSWORD .....	21
APPENDIX B: ROLES AND RESPONSIBILITIES .....	22
APPENDIX C: MANAGE PA EDIRECT USERS .....	24
REQUIRED PERMISSIONS TO VIEW INTERACTIVE REPORTS .....	24
EDIT EXISTING USER .....	25
SETTING UP A NEW USER.....	27
ADD SINGLE NEW USER .....	27
UPLOAD MULTIPLE USERS .....	28
APPENDIX D: ACCESSING DOCUMENTS ON EDIRECT .....	29
APPENDIX E: EDIRECT MINIMUM SYSTEM REQUIREMENTS .....	30
APPENDIX F: SPRING 2011 UPDATE LOG .....	31
APPENDIX G: DIAGNOSTIC CATEGORIES.....	33

## GENERAL INFORMATION

### INTRODUCTION

The Classroom Diagnostic Tools (CDT) are a set of online assessments designed to measure specific student strengths, weaknesses, skills, and knowledge throughout the school year to help guide instruction and remediation. The online assessments are available for students in grades six through high school and are fully aligned with the Standards Aligned System (SAS). The assessments are based on content covered by the Keystone Exams and the Pennsylvania System of School Assessments.

A key component of the CDT is the Interactive Reports, which enable users to receive customizable reports for individual students or groups of students. The Interactive Reports also provide dynamic links to instructional resources in SAS based on students' performances on the CDT.

This *User Guide* provides information about how users of the CDT can acquire proper access to the Interactive Reports, along with detailed instructions for using these reports once students begin to take the CDT assessments.

### KEY DATES

Description	Date Available
<b>CDT Available Assessments</b> (Mathematics, Algebra I, Geometry, Algebra II)	October 17, 2010
<b>CDT Tutorials</b> (UPDATED: Science, Biology, Chemistry, Reading/Literature, Mathematics, Algebra I, Geometry, Algebra II)	April 4, 2011
<b>Updated PA Online Assessment Software Released</b>	April 11, 2011
<b>NEW/Updated PA Online Assessment Online Tools Training (OTT)</b> (Science, Biology, Chemistry, Reading/Literature)	April 11, 2011
<b>NEW CDT Available Assessments</b> (Science, Biology, Chemistry, Reading/Literature)	April 25, 2011
<b>Updated CDT Interactive Reports User Guide</b> (electronic on PA eDIRECT)	April 25, 2011

### CUSTOMER SERVICE SUPPORT

Assistance is available Monday through Friday (exclusive of holidays), 8:00 AM–5:00 PM Eastern Standard Time, by contacting Data Recognition Corporation's Pennsylvania Customer Service Team at (888) 551-6935 or by email at [PAcustomerservice@datarecognitioncorp.com](mailto:PAcustomerservice@datarecognitioncorp.com).

## ACCESS INTERACTIVE REPORTS ON PA eDIRECT

The PA Online Assessment system is inclusive of both the Classroom Diagnostic Tools (CDT) and Keystone Exams. Both administrations use the PA eDIRECT Test Setup system, but ONLY the CDT uses the Interactive Reports system.

The Interactive Reports system is Web-based and uses the Web browser currently installed on your computer. The Interactive Reports system is accessed via the PA eDIRECT Web site <https://pa.drctedirect.com> and requires a PA eDIRECT account.

This section of the *User Guide* provides information about how to access the Interactive Reports system and how to use its components. The Interactive Reports system is for viewing and analyzing student assessment results after students have completed diagnostic testing using the CDT system. Please refer to Appendix B: "Roles and Responsibilities" and Appendix C: "Manage PA eDIRECT Users" in this *User Guide* for detailed information about which functionalities various users should have access to within the system.

**Note:** Teachers with Standards Aligned System (SAS) accounts should make sure their user account email address for eDIRECT is the same as the email address they use for their SAS account. This will allow automatic sign-in to the Teacher Tool Box in SAS whenever the Interactive Reports system interfaces with SAS.
















### INSTRUCTIONS

Throughout the Test Setup system there are built-in instructions for how to use the system. Anytime you see [+Instructions](#), click on the plus sign, and the instructions will expand.

[+ Instructions](#)

### GRID FUNCTIONALITY

Throughout the PA eDIRECT system, anytime a grid is displayed, it is organized and arranged based on default settings. The information displayed in the grid can be rearranged either by clicking on a column header to re-sort the data based on the column selected, or by clicking on and dragging the column to a new position so that the order in which the columns are displayed is changed.

Testing Status								
<a href="#">+ Instructions</a>								
Testing Status - Science Grade 8 QRT Spring 2011 (Science)								
Select	Last Name	First Name	User Name	Password	Status	Started	Completed	Action
<input type="checkbox"/>	Qrtspring	Harper	8999307476	RAIN7998	Not Started			  
<input type="checkbox"/>	Qrtspring	Kim	8999307433	CHOP1929	Not Started			  
<input type="checkbox"/>	Qrtspring	Madeline	8999307514	PINK1686	Not Started			  
<input type="checkbox"/>	Qrtspring	Noah	8999307484	COLD6986	Not Started			  
<input type="checkbox"/>	Qrtspring	Scarlett	8999307506	TAIL5513	Not Started			  

Sample eDIRECT Grid

## MAP CONFIGURATIONS

The Interactive Reports are displayed as map configurations. A valid map configuration must be selected based on the assessment that was administered. Please refer to the chart below for the available map configuration for each assessment.

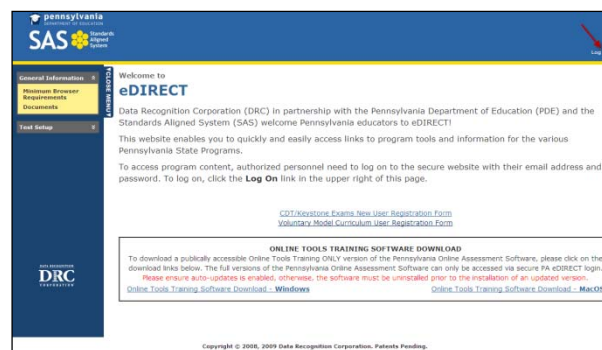
**Note:** For dates as to when each of the assessments listed below becomes available with the Interactive Reports, please refer to the “Key Dates” section of this *User Guide* (page 3).

Content Area	Assessment	MAP Configurations
Mathematics	Mathematics	Mathematics Grade 5
Mathematics	Mathematics	Mathematics Grade 6
Mathematics	Mathematics	Mathematics Grade 7
Mathematics	Mathematics	Mathematics Grade 8
Mathematics	Mathematics	Mathematics High School
Mathematics	Algebra I	Algebra I
Mathematics	Algebra II	Algebra II
Mathematics	Geometry	Geometry
Literacy	Reading/Literature	Reading Grade 5
Literacy	Reading/Literature	Reading Grade 6
Literacy	Reading/Literature	Reading Grade 7
Literacy	Reading/Literature	Reading Grade 8
Literacy	Reading/Literature	Literature
Science	Science	Science Grade 3–5
Science	Science	Science Grade 5
Science	Science	Science Grade 6
Science	Science	Science Grade 6–8
Science	Science	Science Grade 7
Science	Science	Science Grade 8
Science	Science	Science High School
Science	Biology	Biology
Science	Chemistry	Chemistry

## LOG ONTO EDIRECT

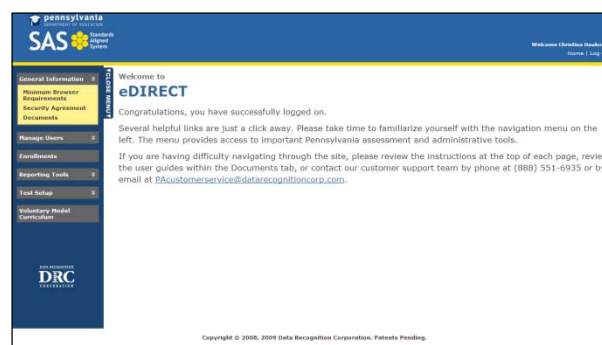
1. Open your Internet Browser.
2. Enter the Web address:

<https://pa.drctdirect.com>



3. Click on the Log On link in the upper right-hand corner of the screen.
4. Enter your email address and password in the text boxes, and click on the **Log On** button. You will receive a temporary password via a system-generated email notifying you that your account has been activated. Use this temporary password to log on to the system for the first time. If you do **NOT** log on to the system within ten (10) days of receiving the temporary password, your account will be made inactive and the password will no longer work.

5. Once you have successfully logged on, a welcome/home screen will appear.



6. Click on **Reporting Tools** in the menu on the left side of the screen.
7. Click on **Reporting Tools** and then **Interactive Reports**.

## SELECTING SEARCH CRITERIA FOR INTERACTIVE REPORTS

To display Diagnostic Maps, you must fill in all the search fields (all required fields are designated with a red asterisk).

### Instructions for District Users:

1. Select the **School**.
2. Select the **Teacher**.
3. Select the **Student Group**.
4. Select the **Content Area**.
5. Select the **Map Configuration**.
6. Click on the **Show Maps** button.

### Instructions for School Users:

1. Select the **Teacher**.
2. Select the **Student Group**.
3. Select the **Content Area**.
4. Select the **Map Configuration**.
5. Click on the **Show Maps** button.

### Instructions for Teachers:

1. Select the **Student Group**.
2. Select the **Content Area**.
3. Select the **Map Configuration**.
4. Click on the **Show Maps** button.

### Student Diagnostic Maps

#### [Instructions](#)

\* Indicates required fields

Administration

Classroom Diagnostic To \*

District

Sample District - 412345 \*

School

Sample School 2 - 02345 \*

Teacher

Spring, QRT (9997603) \*

Student Group

Science HS and Literatur \*

Content Area

Literacy \*

Map Configuration

Literature \*

Show Maps

If you would like to change any of the search filters after generating a map, select the new information and then refresh the Diagnostic Maps by clicking the **Show Maps** button.

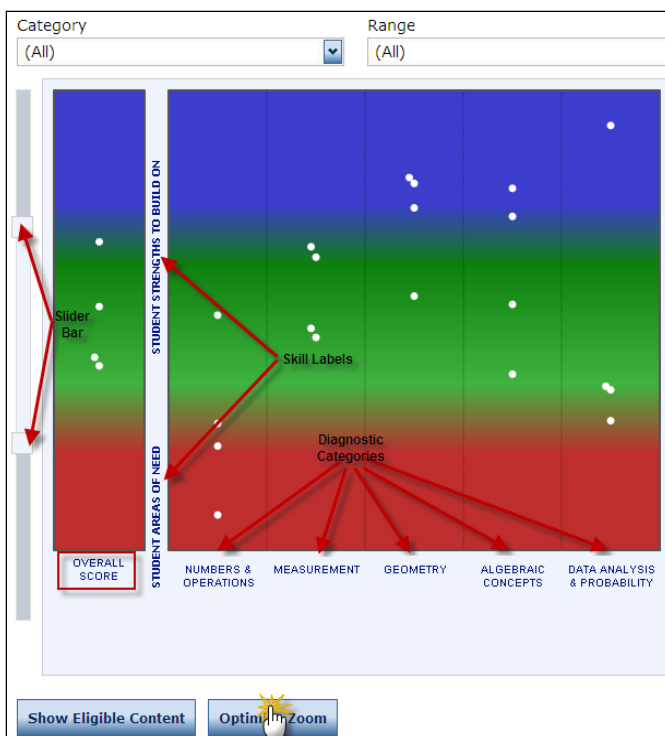
The Diagnostic Maps will expand to fill the screen when the **Show Maps** button is clicked and collapse the eDIRECT menu to the left. To expand the eDIRECT menu, click on the **Open Menu** link on the upper left of the screen.

**Note:** If the map appears blank after you click on the **Show Maps** button, this indicates that none of the students within the Student Group selected have results for the map configuration selected. See the “Map Configurations” section of this *User Guide* (page 5) for additional information.

## GROUP MAP

The Interactive Reports use colors to indicate relative **Strengths to Build On** and **Areas of Need**. Each descriptor correlates with a color range on the scale: Green/Blue = Strengths to Build On; Red = Areas of Need.

- Each white dot on the Group Map represents a single student score.
- Only students within the Student Group with scores will appear as white dots on the map.
- All dots represent the most recent assessment score for each student within the Student Group selected.
- The Group Map is intended to provide general assessment information based on a group of student scores within a Diagnostic Category. For a specific description of the Eligible Content assessed during an individual student's test, please refer to the "Learning Progression Map" section of this *User Guide* (page 15).



Initially, the Group Map shows the entire vertical scale (zoomed all the way out). Click on the **Optimize Zoom** button to zoom to the portion of the scale that includes the highest and lowest scores available based on the search criteria selected. The area in between the slider bars indicates what portion of the total scale is currently being displayed.

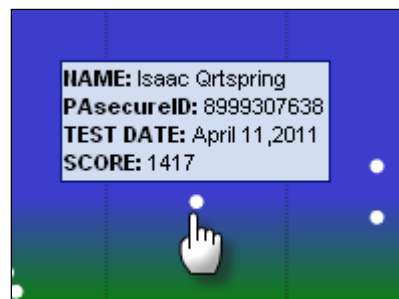
**Slider Bar**—To adjust the map focus, use the upper and lower sliders on the bar to the left of the map. The area between the sliders is the area of the scale displayed on the map.

**Skill Labels**—These identify the area on the scale above which are **Student Strengths to Build On** and below which are **Student Areas of Need**.

**Diagnostic Categories**—These appear below each of the columns at the bottom of the map.



**Hover Over**—Hover over a white dot to view a pop-up of the Name, PAscoreID, Test Date, and Score.



**Group Map Grid**—This appears below the map and provides a complete list of the students within the selected Student Group.

Fields included in the grid:

- First Name, Last Name, and PAscoreID
- Student scores within Diagnostic Categories
- Overall Score
- Test Date

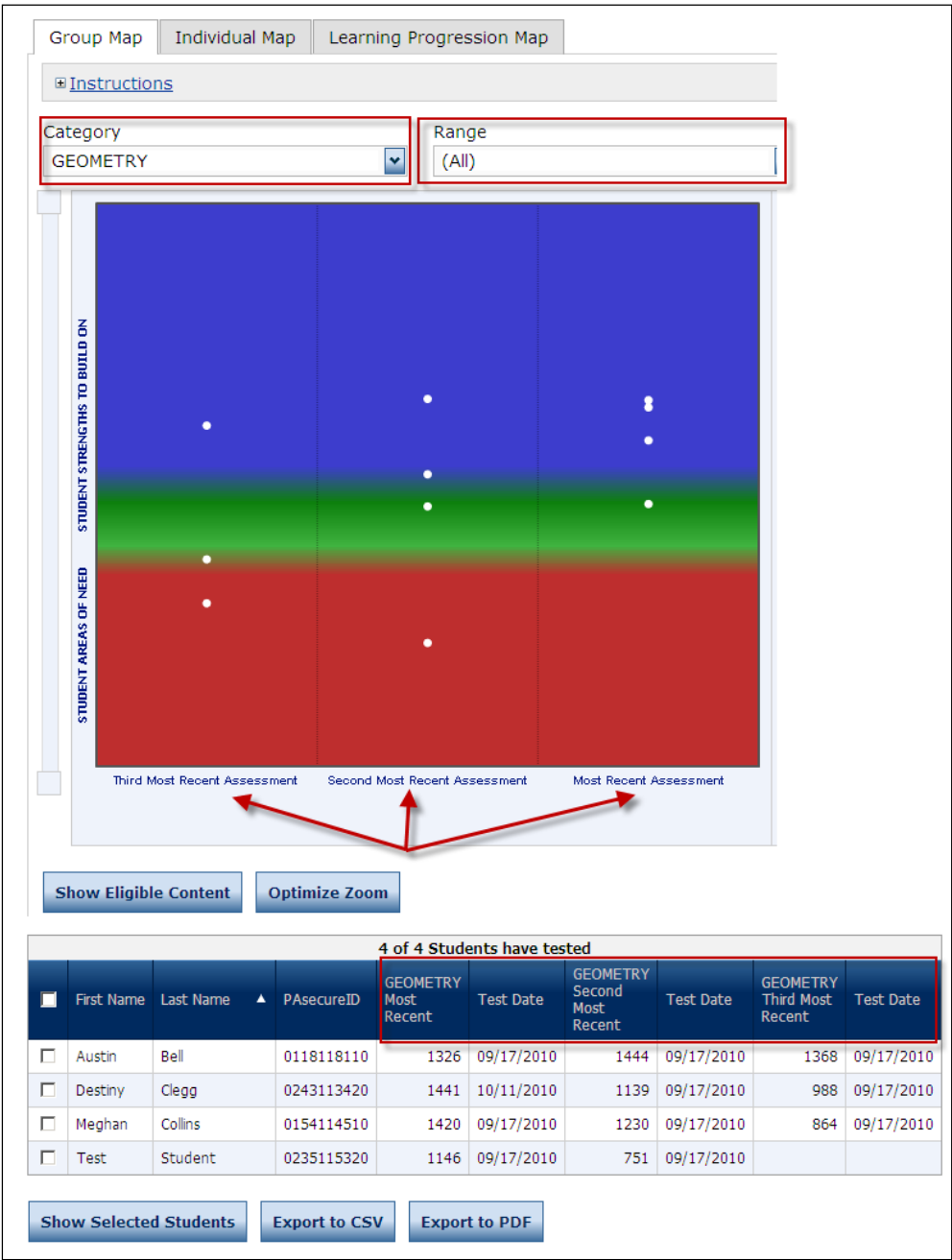
Show Eligible Content		Optimize Zoom		4 of 16 Students have tested							
<input type="checkbox"/>	First Name	Last Name	▲	PAscoreID	COMPREHENSION	VOCABULARY	INTERPRETATION/ANALYSIS LITERARY ELEMENTS & DEVICES	INTERPRETATION/ANALYSIS PERSUASIVE TECHNIQUES	INTERPRETATION/ANALYSIS TEXT ORGANIZATIONAL SKILLS	Overall Score	Test Date
<input type="checkbox"/>	Grayson	Qrtspring		8999307530							
<input type="checkbox"/>	Asher	Qrtspring		8999307549							
<input type="checkbox"/>	William	Qrtspring		8999307557	1265	1246	1460	1405	1534	1369	04/14/2011
<input type="checkbox"/>	Carter	Qrtspring		8999307565							
<input type="checkbox"/>	Stella	Qrtspring		8999307573							
<input type="checkbox"/>	Alice	Qrtspring		8999307581							
<input type="checkbox"/>	Isaac	Qrtspring		8999307638	1111	1362	1417	1445	1115	1277	04/11/2011
<input type="checkbox"/>	Alexis	Qrtspring		8999307646							
<input type="checkbox"/>	Hayden	Qrtspring		8999307662							
<input type="checkbox"/>	Brody	Qrtspring		8999307670							
<input type="checkbox"/>	Esme	Qrtspring		8999307689							
<input type="checkbox"/>	Brooklyn	Qrtspring		8999307697							
<input type="checkbox"/>	Samantha	Qrtspring		8999307700	981	1233	1452	1280	1164	1205	04/12/2011
<input type="checkbox"/>	Morgan	Qrtspring		8999307719	1079	1347	1292	1181	1159	1193	04/15/2011

Group Map Grid

**Individual Student Select**—Click on a white dot in any one of the columns to connect all of the scores for an individual student across Diagnostic Categories. The selected student's dots will turn black and the student's information will be gray-highlighted in the Group Map Grid.

**Category Filter**—Select a single Diagnostic Category from the **Category** drop-down menu at the top of the map to show student scores for a single category across multiple assessments.




**Range Filter**—To select either the **Student Strengths to Build On** or **Student Areas of Need** portions of the scale, use the **Range** drop-down menu at the top of the map.



**Show Selected Students**—To display **ONLY** specific students on the map, check the box next to those students in the Group Map Grid and click on the **Show Selected Students** button. The new map generated will **ONLY** include the students who were represented as white dots in the previous map view. Those students will have the boxes next to their names checked in the Group Map Grid.

**Export to CSV**—Click on the **Export to CSV** button at the bottom of the Group Map Grid to export map data to a CSV-formatted table.

**Export to PDF**—Click on the **Export to PDF** button at the bottom of the Group Map Grid to export a PDF image of the current view of the map, search criteria, and the Group Map Grid. Instructional Enrichment will only appear in the PDF if individual students and **Show Eligible Content** have been selected. The Instructional Enrichment will appear in the bar to the right of the map.

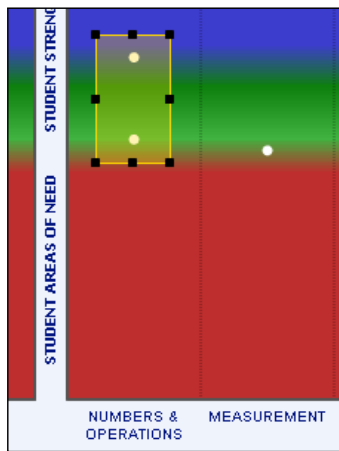
4 of 16 Students have tested										
<input type="checkbox"/>	First Name	Last Name	▲ PAscoreID	COMPREHENSION	VOCABULARY	INTERPRETATION/ANALYSIS LITERARY ELEMENTS & DEVICES	INTERPRETATION/ANALYSIS PERSUASIVE TECHNIQUES	INTERPRETATION/ANALYSIS TEXT ORGANIZATIONAL SKILLS	Overall Score	Test Date
<input type="checkbox"/>	Grayson	Qrtspring	8999307530							
<input checked="" type="checkbox"/>	Asher	Qrtspring	8999307549							
<input checked="" type="checkbox"/>	William	Qrtspring	8999307557	1265	1246	1460	1405	1534	1369	04/14/2011
<input type="checkbox"/>	Carter	Qrtspring	8999307565							
<input checked="" type="checkbox"/>	Stella	Qrtspring	8999307573							
<input checked="" type="checkbox"/>	Alice	Qrtspring	8999307581							
<input type="checkbox"/>	Isaac	Qrtspring	8999307638	1111	1362	1417	1445	1115	1277	04/11/2011
<input type="checkbox"/>	Alexis	Qrtspring	8999307646							
<input type="checkbox"/>	Hayden	Qrtspring	8999307662							
<input type="checkbox"/>	Brody	Qrtspring	8999307670							
<input type="checkbox"/>	Esme	Qrtspring	8999307689							
<input type="checkbox"/>	Brooklyn	Qrtspring	8999307697							
<input type="checkbox"/>	Samantha	Qrtspring	8999307700	981	1233	1452	1280	1164	1205	04/12/2011
<input type="checkbox"/>	Morgan	Qrtspring	8999307719	1079	1347	1292	1181	1159	1193	04/15/2011
<input type="checkbox"/>	Hudson	Qrtspring	8999307727							
<input type="checkbox"/>	Zoe	Qrtspring	8999307743							
<div><div> Show Selected Students</div><div> Export to CSV</div><div> Export to PDF</div></div>										

Group Map Grid

## VIEW ELIGIBLE CONTENT & ACCESS SAS MATERIALS AND RESOURCES:

**Multiple Students**—To select multiple students within one of the Diagnostic Categories, follow these steps:

1. Draw a box around a group of students by holding the mouse button down while dragging the cursor (pointer) across the dots to be selected.
2. Click on the **Show Eligible Content** button.
3. The selected students' dots will turn yellow and will be yellow-highlighted in the Group Map Grid.
4. A list of Eligible Content for the Diagnostic Category, associated with the range of scores for the students selected, will appear to the right of the map.
5. Click on any one of the Eligible Content codes to launch into the Standards Aligned System (SAS) Web site and gain access to all curriculum and resources available for the Eligible Content selected.



### INSTRUCTIONAL ENRICHMENT

**This Report Shows** Eligible Content associated with the scores of the students and the Diagnostic Category selected. These students may benefit from enrichment in the following:

- **M5.A.2.1.2:** Solve problems involving addition and subtraction of fractions (through 16ths – like and unlike denominators – for unlike denominators, the LCD must be one of the given denominators).
- **M5.A.1.6.1:** Define/list/identify prime and composite numbers less than or equal to 100.
- **M6.A.1.1.3:** Represent a number in exponential form (e.g.,  $10 \times 10 \times 10 = 10^3$ ).
- **M6.A.1.1.4:** Represent a mixed number as an improper fraction.
- **M6.A.1.1.1:** Represent common percents as fractions and/or decimals (e.g.,  $25\% = \frac{1}{4} = .25$ ) – common percents are 1%, 10%, 25%, 50%, 75%, 100%.
- **M6.A.1.4.1:** Model percents (through 100%) using drawings, graphs and/or sets (e.g., circle graph, base ten blocks, etc)
- **M6.A.2.1.1:** Complete equations by using the following properties: associative, commutative, distributive and Identity.
- **M6.A.1.3.1:** Find the Greatest Common Factor (GCF) of two

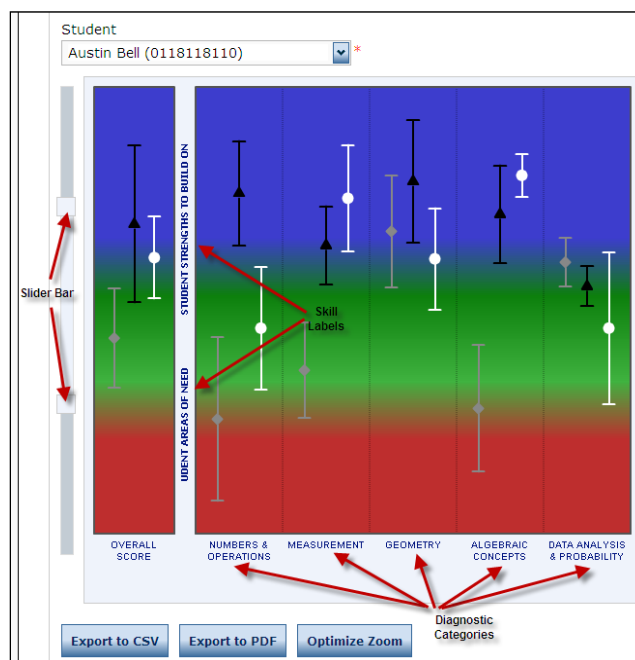
Show Eligible Content

**Note:** Teachers with Standards Aligned System (SAS) accounts should make sure their user account email address for eDIRECT is the same as the email address they use for their SAS account. This will allow automatic sign-in to the Teacher Tool Box in SAS whenever the Interactive Reports system interfaces with SAS.

## INDIVIDUAL MAP

- The Individual Map has the ability to show the three most recent assessments that apply to the map configuration selected for an individual student.
- A white dot indicates the most recent, a black triangle the second most recent, and a gray diamond the third most recent.
- The lines extending above and below each mark indicate the standard error. The standard error range is used when comparing scores from different assessments to determine whether the differences are significant. The standard error range of total scores is smaller because the scores are based on more test items than the scores in Diagnostic Categories.
- The Individual Map is intended to provide general Instructional Enrichment (a set of Eligible Content) based on a student's score within a Diagnostic Category. For a specific description of the Eligible Content assessed during a student's test, please refer to the "Learning Progression Map" section of this *User Guide* (page 14).

Initially, the Individual Map shows the entire vertical scale (zoomed all the way out). Click on the **Optimize Zoom** button to zoom to the portion of the scale that includes the highest and lowest scores available based on the search criteria selected. The area in between the slider bars indicates what portion of the total scale is currently being displayed.



**Student Filter**—Click on the **Student** drop-down menu to select a student. When a new student is selected, the map will refresh.

**Slider Bar**—To adjust the map's focus, use the upper and lower sliders on the bar to the left of the map. The area between the sliders is the area of the scale that is displayed on the map.

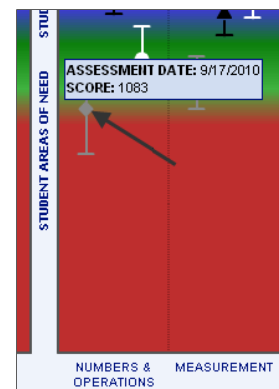
**Skill Labels**—These identify the area on the scale above which are **Student Strengths to Build On** and below which are **Student Areas of Need**.

**Diagnostic Categories**—These appear below each of the columns at the bottom of the map.

**Hover Over**—Hover over the dot in the middle of the white, grey, or black line to view a pop-up of the Assessment Date and Score.

**Export to PDF**—Click on the **Export to PDF** button to export a PDF image of the current view of the map, search criteria, and Instructional Strategies. Instructional Strategies will only appear in the PDF if **Show Eligible Content** has been selected. They will appear in the bar to the right of the map.

**Export to CSV**—Click on the **Export to CSV** button to export map data to a CSV-formatted table.



## VIEW ELIGIBLE CONTENT & ACCESS STANDARDS ALIGNED SYSTEM (SAS) MATERIALS AND RESOURCES:

**Note:** Eligible Content and links to SAS materials and resources are only provided in reference to a student's most recent test scores (white dots).

1. Click a white dot within one of the Diagnostic Categories.
2. The list of Eligible Content for the Diagnostic Category, associated with the student's score, will appear to the right of the map.
3. Click on any one of the Eligible Content codes to launch into the Standards Aligned System (SAS) Web site and gain access to all curriculum and resources available for the Eligible Content selected.



### INSTRUCTIONAL ENRICHMENT

**This Report Shows** Eligible Content associated with the score of the student and the Diagnostic Category selected. This student may benefit from enrichment in the following:

- **M8.C.1.3:** Define, identify and/or use properties of angles formed when parallel lines are cut by a transversal (alternate interior, alternate exterior, vertical corresponding).
- **M8.C.1.1.2:** Define, identify and/or use properties of angles formed by intersecting lines (complementary, supplementary, adjacent and/or vertical angles).
- **M8.C.1.2.1:** Use the Pythagorean Theorem to find the measure of a missing side of a right triangle (formula provided on the reference sheet – whole numbers only).
- **M11.C.1.2.3:** Identify and/or use properties of isosceles and equilateral triangles
- **M11.C.1.3.1:** Identify and/or use properties of congruent and similar polygons or solids.
- **G.1.2.1.3:** Identify and/or use properties of isosceles and equilateral triangles.
- **G.1.1.1.2:** Identify, determine and/or use the arcs, semicircles, sectors, and/or angles of a circle.

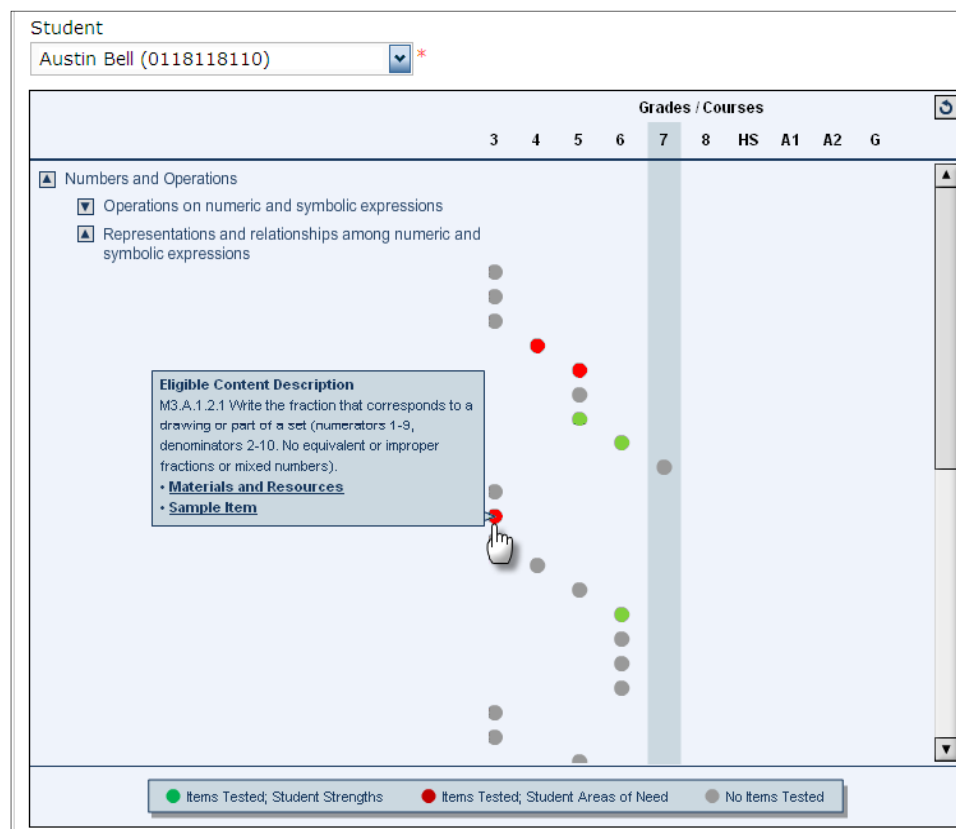
## LEARNING PROGRESSION MAP

- The Learning Progression Map is a graphical representation about how learning may typically move toward increased understanding over time based on Eligible Content.
- Each dot (gray, green, or red) represents the Eligible Content in a subject's domain and subdomain and for a specific grade level or course.
- The grade/course is highlighted based on the map configuration selected.
- The initial view of the Learning Progression Map will automatically expand all domains and subdomains that contain Eligible Content on which a student was assessed.
- All Learning Progression domains and subdomains can be expanded or collapsed.
- To reset the map to the initial view click on the **Reset** button on the upper right corner of the map.
- Use the scroll bar to view all of the student's results.

A **green** dot indicates that the student was presented with at least one test item for the Eligible Content and was successful, possibly indicating "Student Strengths to Build On."

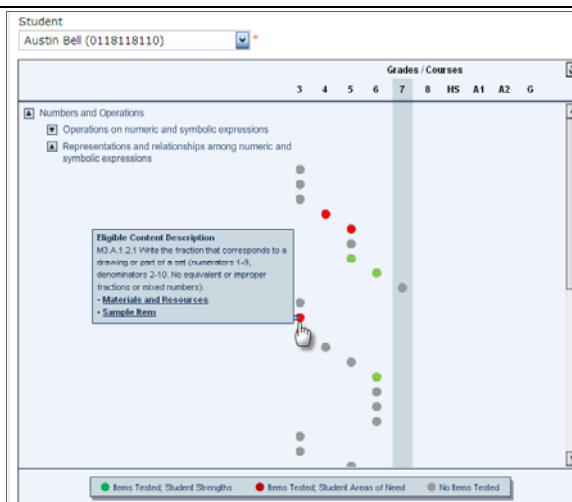
A **red** dot indicates that the student was presented with at least one test item from the Eligible Content and was unsuccessful, possibly indicating "Student Areas of Need."

A **gray** dot represents Eligible Content that is available, but the student was not presented with any test items from that Eligible Content.



## VIEW ELIGIBLE CONTENT & ACCESS SAS MATERIALS AND RESOURCES, AND SAMPLE ITEMS:

1. Hover over any of the dots until a pop-up for the desired dot appears.
2. Use the mouse to move the pointer into the pop-up and click on the **Materials and Resources** link to launch the Standards Aligned Systems (SAS) Web site and to view materials and resources aligned to the Eligible Content. Voluntary Model Curriculum (VMC) Units and Lesson Plans aligned to the Eligible Content selected will be the first listed among the variety of materials and resources presented in the list of SAS options, if a VMC unit for the Eligible Content is currently available in SAS.
3. Click on the **Sample Item** link within the pop-up to view a sample test item representative of the Eligible Content selected. Sample items are of an average difficulty level compared to the set of items aligned to an Eligible Content; the specific item(s) presented to the student may be more or less difficult compared to the sample item displayed.





## DETERMINE INSTRUCTIONAL PLAN FOR STUDENT(S)

### ACCESSING MATERIALS AND RESOURCES ON SAS

There are several ways to access materials and resources from the Standards Aligned System (SAS) directly from the Interactive Reports:

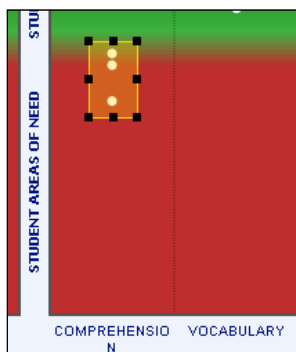
- from the Group Diagnostic Report,
- from the Individual Diagnostic Report, or
- from the Learning Progression Map.

**Note:** Teachers with Standards Aligned System (SAS) accounts should make sure their user account email address for eDIRECT is the same as the email address they use for their SAS account. This will allow automatic sign-in to the Teacher Tool Box in SAS when an Eligible Content code is selected.

### VIEW ELIGIBLE CONTENT & ACCESS MATERIALS AND RESOURCES FROM THE GROUP DIAGNOSTIC REPORT:

**Multiple Students**—To select multiple students within one of the Diagnostic Categories, follow these steps:

1. Draw a box around a group of students by holding the mouse button down while dragging the cursor (pointer) across the dots to be selected.
2. Click on the **Show Eligible Content** button.
3. The selected students' dots will turn yellow and will be yellow-highlighted in the Group Map Grid.
4. A list of Eligible Content for the Diagnostic Category associated with the range of scores for the students selected will appear to the right of the map.
5. Click on any one of the Eligible Content codes to launch into the Standards Aligned System (SAS) Web site and gain access to all curriculum and resources available for the Eligible Content selected.



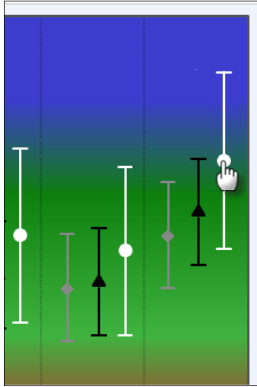
#### INSTRUCTIONAL ENRICHMENT

**This Report Shows** Eligible Content associated with the scores of the students and the Diagnostic Category selected. These students may benefit from enrichment in the following:

- [R7A.1.4.1:](#)
- [R7A.1.6.2:](#)
- [R7A.1.6.2:](#)
- [R7A.2.3.2:](#)
- [R7A.1.5.1:](#)
- [R7A.2.5.1:](#)
- [R8A.2.4.1:](#)
- [R8A.1.6.1:](#)
- [R8A.2.6.2:](#)
- [R8A.1.4.1:](#)
- [R8A.2.6.1:](#)
- [R8A.1.5.1:](#)
- [R8A.1.3.2:](#)
- [R8A.1.3.1:](#)
- [R8A.2.5.1:](#)
- [R8A.1.6.2:](#)

## VIEW ELIGIBLE CONTENT & ACCESS MATERIALS AND RESOURCES FROM THE INDIVIDUAL DIAGNOSTIC REPORT:

1. Click on a white dot within one of the Diagnostic Categories.
2. The list of Eligible Content for the Diagnostic Category associated with the student's score will appear to the right of the map.
3. Click on any one of the Eligible Content codes to launch into the Standards Aligned System (SAS) Web site and gain access to all curriculum and resources available for the Eligible Content selected.



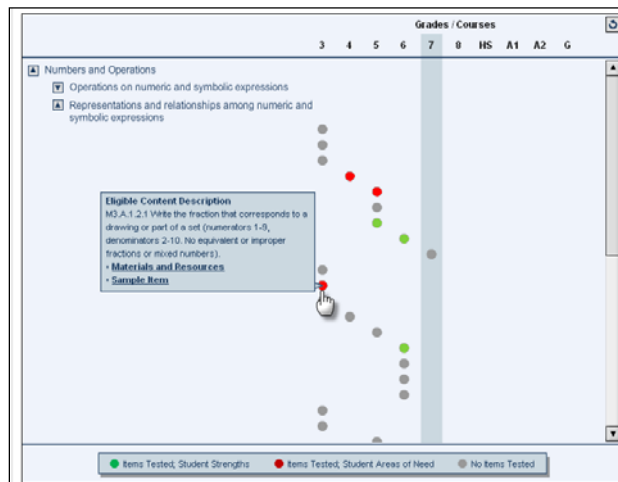
### INSTRUCTIONAL ENRICHMENT

**This Report Shows** Eligible Content associated with the score of the student and the Diagnostic Category selected. This student may benefit from enrichment in the following:

- **M8.C.1.1.3:** Define, identify and/or use properties of angles formed when two parallel lines are cut by a transversal (alternate interior, alternate exterior, vertical corresponding).
- **M8.C.1.1.2:** Define, identify and/or use properties of angles formed by intersecting lines (complementary, supplementary, adjacent and/or vertical angles).
- **M8.C.1.2.1:** Use the Pythagorean Theorem to find the measure of a missing side of a right triangle (formula provided on the reference sheet – whole numbers only).
- **M11.C.1.2.3:** Identify and/or use properties of isosceles and equilateral triangles
- **M11.C.1.3.1:** Identify and/or use properties of congruent and similar polygons or solids.
- **G.1.2.1.3:** Identify and/or use properties of isosceles and equilateral triangles.
- **G.1.1.1.2:** Identify, determine and/or use the arcs, semicircles, sectors, and/or angles of a circle.

## VIEW ELIGIBLE CONTENT & ACCESS MATERIALS, RESOURCES, AND SAMPLE ITEMS FROM THE LEARNING PROGRESSION MAP:

1. Hover over a desired dot until a pop-up appears.
2. Click on the **Materials and Resources** link within the pop-up to launch the SAS Web site and view materials and resources aligned to the Eligible Content. Voluntary Model Curriculum (VMC) Units and Lesson Plans aligned to the Eligible Content selected will be the first listed among the variety of materials and resources presented in the list of SAS options, if a VMC unit for the Eligible Content is currently available in SAS.
3. Click on the **Sample Item** link to view a sample test item representative of the Eligible Content selected. Sample items are of an average difficulty level compared to the set of items aligned to an Eligible Content; the specific item(s) presented to the student may be more or less difficult compared to the sample item displayed.



## ADDITIONAL RESOURCES

If you have any questions, please review the support documentation and training resources that are available on PA eDIRECT/General Information/Documents at <https://pa.drcedirect.com>.

DRC PA CUSTOMER SERVICE TEAM	
Phone	(888) 551-6935
Email	PAcustomerservice@datarecognitioncorp.com
Fax	(763) 268-2567
Hours	Monday–Friday (exclusive of holidays) 8:00 AM–5:00 PM Eastern Standard Time

## APPENDIX A: MANAGE YOUR PA eDIRECT ACCOUNT

### MY ACCOUNT

1. On the left hand side of the box, expand the **Manage Users** menu to display user account tools.
2. To update your personal information, click on **My Account**.
3. Click on **Save** upon completion.



**pennsylvania**  
DEPARTMENT OF EDUCATION

**SAS** Standards  
Aligned  
System

Welcome QRT TEACHER!  
[Home](#) | [Log Off](#)

**My Account**

\* Indicates required fields

Prefix  First Name  \* Middle Initial  Last Name  \* Suffix

Email Address  \* Confirm Email Address  \*  
(Please do not paste) (Please do not paste)

Address 1

Address 2

City  State  Zip   
(55555 or 55555-4444)

Phone  Phone Extension   
(123-456-7890)

New Security Question

New Security Answer  Confirm New Security Answer

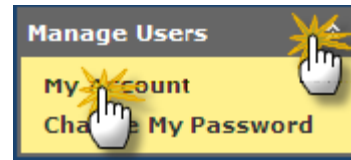
Current Password  \* Required when setting New Security Question/Answer

**Save**

My Account Page

## CHANGE MY PASSWORD

1. To change your password, click on **Change My Password** under **Manage Users**. Note the **Password Policy** in the blue header.
2. Click on **Save** upon completion.



**pennsylvania**  
DEPARTMENT OF EDUCATION

**SAS** Standards  
Aligned  
System

Welcome QRT TEACHER!  
[Home](#) | [Log Off](#)

**Change My Password**

**Password Policy:** A minimum of 9 characters with at least 1 numeric, both upper-case and lower-case alphabetic, and does not include any part of the user account email address.

\* Indicates required fields

Current Password  \*

New Password  \*

(Please do not paste)

Confirm New Password  \*

(Please do not paste)

DATA RECOGNITION  
**DRC**  
CORPORATION

Copyright © 2008, 2009 Data Recognition Corporation. Patents Pending.  
[Home](#)

Change Password Page

## APPENDIX B: ROLES AND RESPONSIBILITIES

This section outlines the roles and responsibilities for the District Test Coordinators (DTCs), School Test Coordinators (STCs), Teachers, and Test Administrators (TAs) as they relate to the Classroom Diagnostic Tools (CDT) Interactive Reports. As detailed in this section, the DTC is responsible for setting up all STCs at schools within the district that will be participating, and in turn the STCs are responsible for setting up all the Teachers and TAs within the school that will be participating.

Though the CDT Interactive Reports system allows for the DTC and STCs to have many of the same responsibilities, it is flexible enough to allow for the DTC to be more restrictive of the STCs' access and rights in the system.

**Note:** For information about assigning permissions and roles and responsibilities related to the administration of the Classroom Diagnostic Tools (CDT) assessments please refer to the *Classroom Diagnostic Tools 2010–2011 User Guide*, available electronically on the PA eDIRECT Web site under **Documents**.

### **Data Recognition Corporation (DRC) PA Customer Service**

Responsibilities:

- Set up all DTCs and District Technology Coordinators whose first name, last name, and email address were provided via the PA eDIRECT Enrollment system, via PA Customer Service email, or via the Classroom Diagnostic Tools 2010–2011 Registration Form.
- On October 18, 2010, DRC PA Customer Service granted all user accounts with access to the Classroom Diagnostic Tools 2010–2011 administration access to the Interactive Reports.

### **DTCs**

Responsibilities:

- Verify their PA eDIRECT account has been set up appropriately, and contact DRC PA Customer Service if there are any issues.
- Verify and set up STC PA eDIRECT user accounts appropriately.
- Provide training and support to STCs.

### **STCs**

Responsibilities:

- Verify their PA eDIRECT account has been set up appropriately, and contact the DTC if there are any issues.
- Verify and set up Teachers' PA eDIRECT user accounts appropriately.
- Provide training and support to Teachers.
- Confirm all teachers utilizing the CDT Interactive Reports are listed as Teachers within the PA eDIRECT Test Setup system; ensure email address within the Test Setup system match email address associated with PA eDIRECT user accounts; and ensure Teachers and students are associated correctly via Student Groups in the Test Setup system.

### **Teachers**

Responsibilities:

- Verify their PA eDIRECT account has been set up appropriately, and contact the STC if there are any issues.

- Verifying the STC has correctly created Student Groups within the PA eDIRECT Test Setup system, thereby ensuring Teachers have access to the appropriate student results within the Interactive Reports.
- Confirm their PA eDIRECT account and Standards Aligned System (SAS) account email addresses are the same.

**TAs**

Responsibilities:




- Do not have a need to access CDT Interactive Reports.

## APPENDIX C: MANAGE PA eDIRECT USERS

PA eDIRECT is a permissions-based system, meaning that users with administrative rights will need to select what role each person has and assign permissions to that individual accordingly. This allows the flexibility to have users with the same roles but different permissions.

Permissions must be assigned for the District Test Coordinators (DTCs), School Test Coordinators (STCs), Teachers, and Test Administrators (TAs). Since DTCs and STCs are responsible for adding and managing users within the PA eDIRECT system, DRC recommends that only DTCs and STCs be granted administrative permissions.

If you are a DTC or an STC who has been granted administrative permissions, you will have the ability to manage all user accounts within your district, including schools. The following table lists the actions that can be performed by clicking on **User Administration** under the **Manage Users** menu tab and selecting **Edit User**.

Actions		
<b>Edit User</b>		Update user contact information/profile. Set a new password.
<b>Reset User</b>		Reactivate a user account if it is inactive.
<b>Inactivate</b>		Inactivate a user account.

The **Profiles** tab allows an administrative user to update multiple user profiles at a time.

### REQUIRED PERMISSIONS TO VIEW INTERACTIVE REPORTS

To view the interactive diagnostic reports, the following permissions must be granted:




#### Reports—Diagnostic Reports.

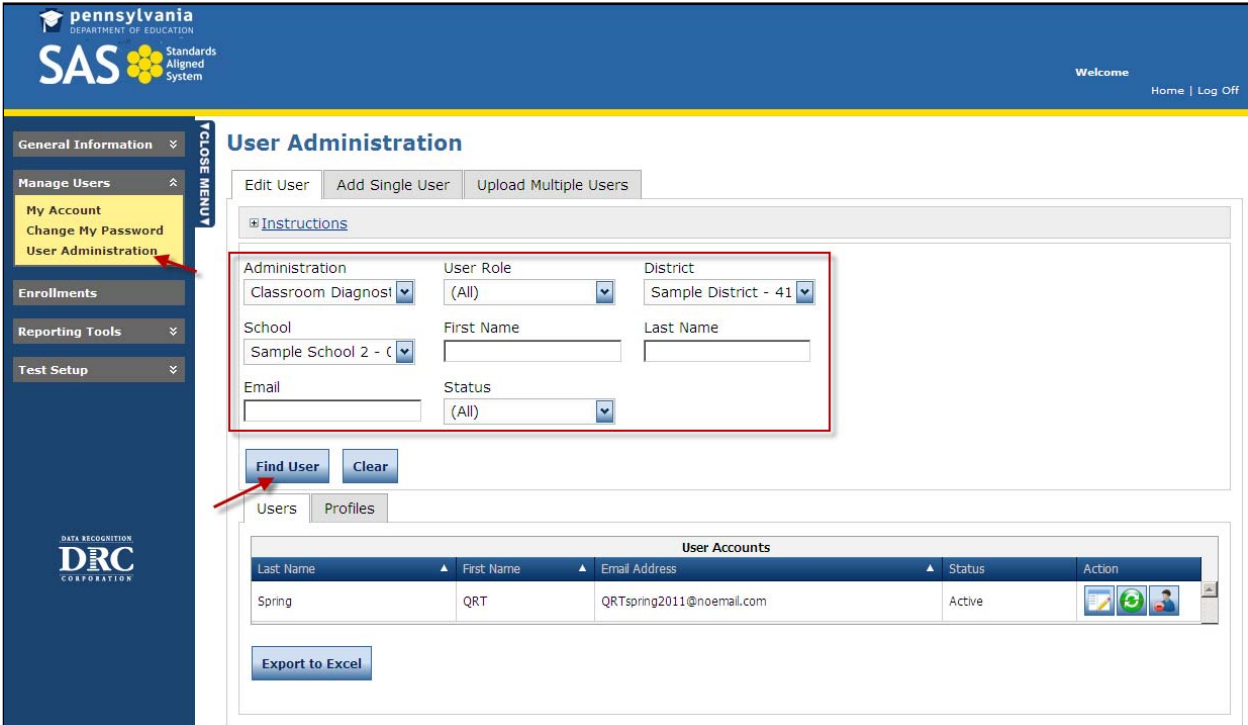
##### Teachers

1. Teachers must not only have PA eDIRECT user accounts, but they must also be in the Test Setup system and have students associated with them via Student Groups.
2. The email address for a Teacher's Test Setup profile MUST match his/her PA eDIRECT user account email address.



## EDIT EXISTING USER

1. To edit an existing user, click on **User Administration**.
2. Enter the desired search criteria and click on **Find User**.
3. To reset a user's password, click on the **Reset Password**  icon.
4. To inactivate a user account, click on the **Inactivate**  icon.
5. To edit a user's contact info, permissions, or password, click on the **View/Edit**  icon.



**pennsylvania**  
DEPARTMENT OF EDUCATION

**SAS** Standards Aligned System

Welcome Home | Log Off

**User Administration**

Edit User Add Single User Upload Multiple Users

[Instructions](#)

Administration Classroom Diagnost User Role (All) District Sample District - 41




School Sample School 2 - C First Name Last Name

Email Status (All)

Find User Clear

Users Profiles

**User Accounts**

Last Name	First Name	Email Address	Status	Action
Spring	QRT	QRTspring2011@noemail.com	Active	  

Export to Excel

## Edit Contact Information

1. To edit contact information, click on the **Contact Tab**.
2. Make the desired changes, and click on **Save**.

**Edit User**

Contact Permissions Password

\* Indicates required fields

Prefix First Name Middle Initial Last Name Suffix

Email Address Confirm Email Address

Address 1 Address 2



City State Zip

Phone Phone Extension

**Save**

Reset User Inactivate Close

## Edit User Permissions



1. To edit a user's permissions, click on the **Permissions** tab.
2. To edit permissions of a current administration, click on the  of the desired administration. (See the "Add Single New User" section of this *User Guide*.)
3. To remove an administration altogether, click on the **Delete**  icon.
4. To add permissions for a new administration, click on **Add**. (See the "Add Single New User" section of this *User Guide*.)

**Edit User**

Contact Permissions Password

First Name Last Name Email Address

Permissions

Administration	Role	District	School	Action
Classroom Diagnostic Tools 2010/2011	Teacher	412345678 - Sample District	023456789 - Sample School 2	 

**Add**

Reset User Inactivate Close

## Set User Password

1. To manually set a user's password, click on the **Password** tab.
2. Set a new password in accordance with the **Password Policy** found in the blue header.
3. Click on **Save** upon completion.

**Edit User**

Contact Permissions Password

Password Policy: A minimum of 9 characters with at least 1 numeric, both upper-case and lower-case alphabetic, and does not include any part of the user account email address.

\* Indicates required fields

First Name Last Name Email Address

New Password

**Save**

Reset User Inactivate Close

## SETTING UP A NEW USER

Administrative users have the option to either set up users one at a time or to perform an upload of multiple users. An email will be sent to new users notifying them that an account has been created. They will be provided with a temporary password that they will use to log on to the system for the first time. If they do **NOT** log on to the system within ten (10) days of receiving their temporary password, their account will be made inactive, and the password will no longer work.

When an administrative user tries to add a new user who has an existing account, the system will generate a notification that an account exists and that the system was unable to add him/her as a new user. Instead, the user's permissions should be updated as needed.

## ADD SINGLE NEW USER



1. To add a new user, click on the **Add Single User** tab.

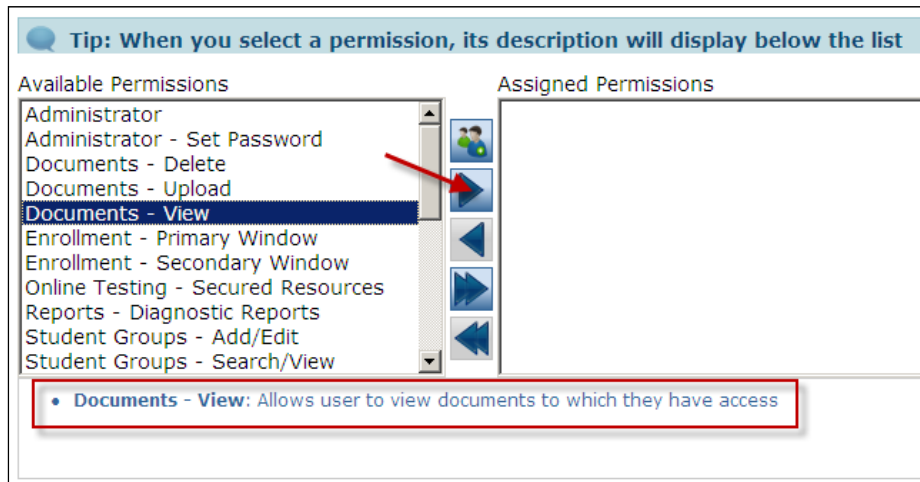
The screenshot shows the 'User Administration' page with the 'Add Single User' tab active. A red box highlights the required fields: First Name (Test), Middle Initial, Last Name (Train), and Email Address (testtrain@noemail.com). Below these are dropdown menus for Administration (Classroom Diagnostic Tool), User Role, District, School, and Permission-set.

User Administration Page – Add Single User Tab

2. Enter required contact information.
3. Select Administration (if available).
4. Define User Role.
5. Select the appropriate District from the drop-down menu. Note that you will only have access to districts for which you have an account.
6. If you are adding a School User, please select the appropriate school from the drop-down menu for which the user should have an account. If a user works for multiple schools, you will need to manage that information in the **Profile** section under **Edit User**.

A close-up of the dropdown menus for Administration, User Role, District, and School. The Administration dropdown is set to '(Select)' and the User Role dropdown is empty. Both have red asterisks indicating they are required fields. The District and School dropdowns are also empty.

7. Select from the **Available Permissions** column, and then click on the **Add Selected**  icon.
  - a. When permission is highlighted, its description will display below in blue.
  - b. To duplicate the permission settings of a current user, select the **Clone**  icon.



Inset of User Administration Page

8. Click on **Save**.
9. An email will be automatically generated and sent to the new user, informing him/her that an account has been created and including his/her username and temporary password.

## UPLOAD MULTIPLE USERS

1. To upload multiple users, click on the **Upload Multiple Users** tab. Note that all users in a single upload must have the same permissions.

**pennsylvania**  
DEPARTMENT OF EDUCATION

**SAS** Standards Aligned System

Welcome Home | Log Off


**User Administration**


Edit User Add Single User **Upload Multiple Users**

First time? Download the [File Layout](#) (PDF document) and a [Sample File](#) (CSV text file).

[Instructions](#)

\* Indicates required fields

Administration  
(Select) 

File 

**Upload**

**User Listing**

First Name	MI	Last Name	Email Address	Role	District	School	Upload Errors
If there are errors in your file, then they will display here after upload.							

User Administration Page – Upload Multiple Users tab

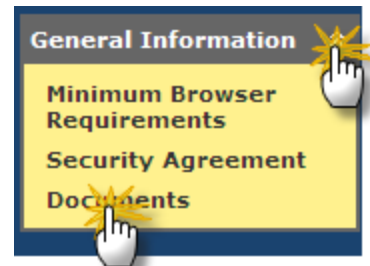
2. Select the Administration (if available).

3. Click on **Browse** to attach your spreadsheet. For an example of the file layout, click on **File Layout** or **Sample File** in the blue header.
4. Click on **Upload**.
5. Define permissions for users. (See the “Add Single New User” section in this *User Guide*.)

## APPENDIX D: ACCESSING DOCUMENTS ON eDIRECT

eDIRECT documents contain program information such as administration manuals, teacher instructions or other documents for general use.

1. On the left-hand side of the box, expand the **General Information** menu to display system information.
2. To access **Documents**, simply click on the link.



## APPENDIX E: EDIRECT MINIMUM SYSTEM REQUIREMENTS

### MINIMUM WEB BROWSER REQUIREMENTS

- Microsoft Internet Explorer 6.0 or higher
- Mozilla Firefox 2.0 or higher
- Apple Safari 3.1.2 or higher
- Any other Web browser compatible with these browsers

### ADDITIONAL REQUIREMENTS

- Browser must support JavaScript
- Browser must accept session-based cookies

\*Make sure firewalls allow emails from XX@datarecognitioncorp.com

## APPENDIX F: SPRING 2011 UPDATE LOG

1. A **Content Area** filter was added to the Student Diagnostic Map search criteria.

**Student Diagnostic Maps**

[Instructions](#)

\* Indicates required fields

Administration: Classroom Diagnostic To \*

District: Sample District - 412345 \*

School: Sample School 2 - 02345 \*

Teacher: Spring, QRT (9997603) \*

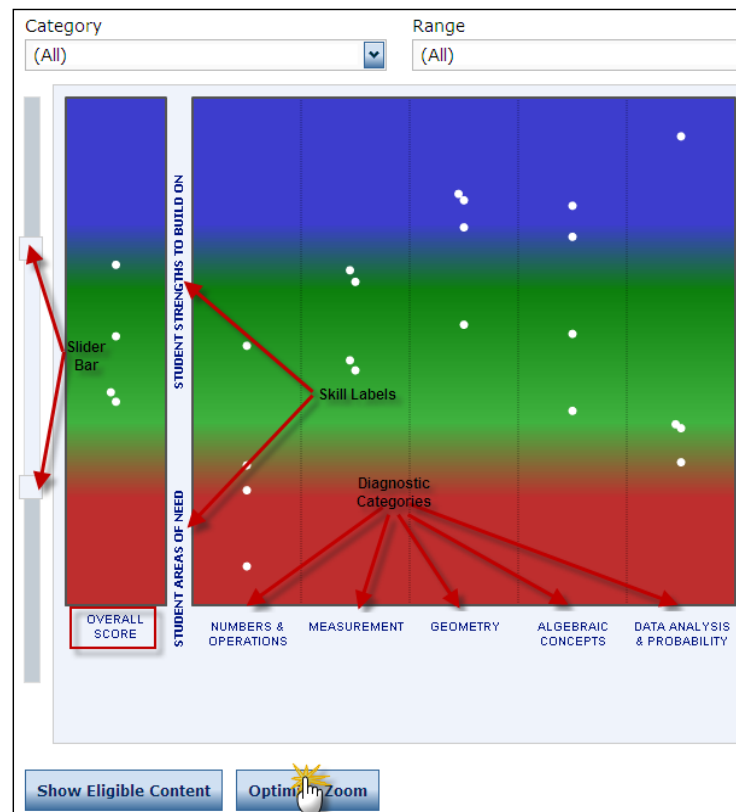
Student Group: Science HS and Literatur \*

**Content Area: Literacy \***

Map Configuration: Literature \*

Show Maps

2. The **Optimize Zoom** button was added for the Group Map and the Individual Map. Initially, the map shows the entire vertical scale. When the **Optimize Zoom** button is clicked on, the portion of the scale that includes the highest and lowest scores available based on the search criteria selected is shown. The area between the slider bars indicates what portion of the total scale is currently being displayed.



### 3. The **Total Score** label changed to **Overall Score**

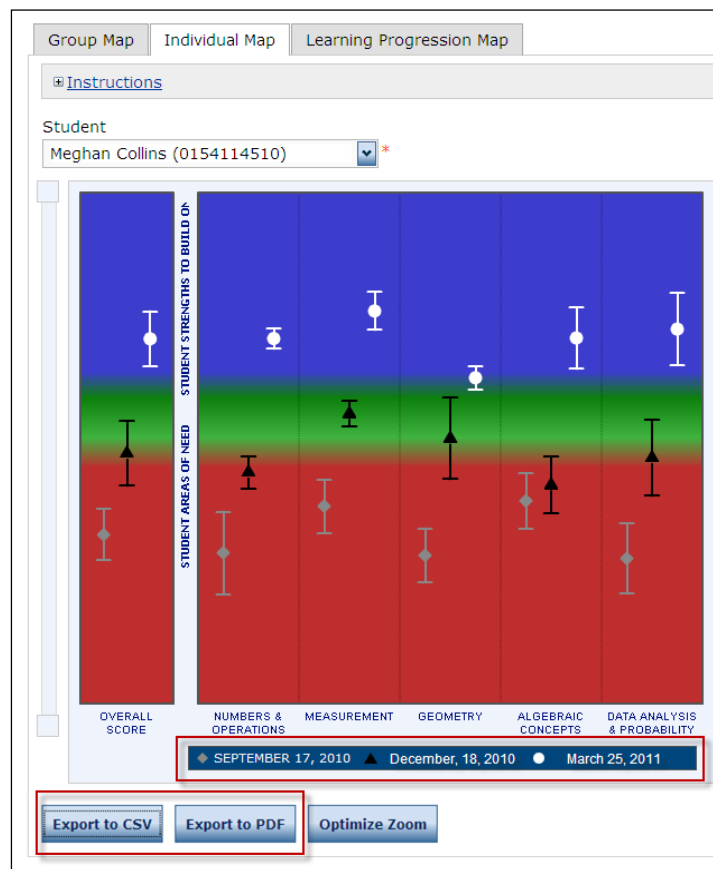
Show Eligible Content

Optimize Zoom

4 of 16 Students have tested

	First Name	Last Name	▲	PAsecureID	COMPREHENSION	VOCABULARY	INTERPRETATION/ANALYSIS LITERARY ELEMENTS & DEVICES	INTERPRETATION/ANALYSIS PERSUASIVE TECHNIQUES	INTERPRETATION/ANALYSIS TEXT ORGANIZATIONAL SKILLS	Overall Score	Test Date
<input type="checkbox"/>	Grayson	Qrtspring		8999307530							
<input type="checkbox"/>	Asher	Qrtspring		8999307549							
<input type="checkbox"/>	William	Qrtspring		8999307557	1265	1246	1460	1405	1534	1369	04/14/2011
<input type="checkbox"/>	Carter	Qrtspring		8999307565							
<input type="checkbox"/>	Stella	Qrtspring		8999307573							
<input type="checkbox"/>	Alice	Qrtspring		8999307581							
<input type="checkbox"/>	Isaac	Qrtspring		8999307638	1111	1362	1417	1445	1115	1277	04/11/2011
<input type="checkbox"/>	Alexis	Qrtspring		8999307646							
<input type="checkbox"/>	Hayden	Qrtspring		8999307662							
<input type="checkbox"/>	Brody	Qrtspring		8999307670							
<input type="checkbox"/>	Esme	Qrtspring		8999307689							
<input type="checkbox"/>	Brooklyn	Qrtspring		8999307697							
<input type="checkbox"/>	Samantha	Qrtspring		8999307700	981	1233	1452	1280	1164	1205	04/12/2011
<input type="checkbox"/>	Morgan	Qrtspring		8999307719	1079	1347	1292	1181	1159	1193	04/15/2011

### 4. Exports to CSV and PDF include all assessments taken for both the Group Map and Individual Map.





## APPENDIX G: DIAGNOSTIC CATEGORIES

Assessment	Diagnostic Category	Module
Mathematics	NUMBERS & OPERATIONS	N/A
Mathematics	MEASUREMENT	N/A
Mathematics	GEOMETRY	N/A
Mathematics	ALGEBRAIC CONCEPTS	N/A
Mathematics	DATA ANALYSIS & PROBABILITY	N/A
Algebra I	OPERATIONS WITH REAL NUMBERS AND EXPRESSIONS	MODULE 1: Operations and Linear Equations & Inequalities
Algebra I	LINEAR EQUATIONS & INEQUALITIES	MODULE 1: Operations and Linear Equations & Inequalities
Algebra I	FUNCTIONS & COORDINATE GEOMETRY	MODULE 2: Linear Functions and Data Organization
Algebra I	DATA ANALYSIS	MODULE 2: Linear Functions and Data Organization
Geometry	GEOMETRIC PROPERTIES	MODULE 1: Geometric Properties and Reasoning
Geometry	CONGRUENCE, SIMILARITY, & PROOFS	MODULE 1: Geometric Properties and Reasoning
Geometry	COORDINATE GEOMETRY & RIGHT TRIANGLES	MODULE 2: Coordinate Geometry and Measurement
Geometry	MEASUREMENT	MODULE 2: Coordinate Geometry and Measurement
Algebra II	OPERATIONS WITH COMPLEX NUMBERS	MODULE 1: Numbers Systems and Non-Linear Expressions & Equations
Algebra II	NON-LINEAR EXPRESSIONS & EQUATIONS	MODULE 1: Numbers Systems and Non-Linear Expressions & Equations
Algebra II	FUNCTIONS	MODULE 2: Functions and Data Analysis
Algebra II	DATA ANALYSIS	MODULE 2: Functions and Data Analysis
Science	THE NATURE OF SCIENCE	N/A
Science	BIOLOGICAL SCIENCES	N/A
Science	PHYSICAL SCIENCES	N/A
Science	EARTH/SPACE SCIENCES	N/A
Biology	BASIC BIOLOGICAL PRINCIPALS/CHEMICAL BASIS FOR LIFE	MODULE 1: Cells and Cell Processes
Biology	BIOENERGETIC/HOMEOSTASIS AND TRANSPORT	MODULE 1: Cells and Cell Processes
Biology	CELL GROWTH AND REPRODUCTION/GENETICS	MODULE 2: Continuity and Unity of Life
Biology	THEORY OF EVOLUTION/ECOLOGY	MODULE 2: Continuity and Unity of Life

Assessment	Diagnostic Category	Module
Chemistry	PROPERTIES AND CLASSIFICATION OF MATTER	MODULE 1: Structure and Properties of Matter
Chemistry	ATOMIC STRUCTURE AND THE PERIODIC TABLE	MODULE 1: Structure and Properties of Matter
Chemistry	THE MOLE AND CHEMICAL BONDING	MODULE 2: The Mole Concept and Chemical Interactions
Chemistry	CHEMICAL RELATIONSHIPS AND REACTIONS	MODULE 2: The Mole Concept and Chemical Interactions
Reading/Literature	COMPREHENSION	N/A
Reading/Literature	VOCABULARY	N/A
Reading/Literature	INTERPRETATION/ANALYSIS LITERARY ELEMENTS & DEVICES	N/A
Reading/Literature	INTERPRETATION/ANALYSIS PERSUASIVE TECHNIQUES	N/A
Reading/Literature	INTERPRETATION/ANALYSIS TEXT ORGANIZATIONAL SKILLS	N/A